



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
 OKMULGEE, OK 74447
 Telephone (918) 732-7827
 Toll-Free (800) 482-1979
 Fax (918) 756-2284

Submitted Date 01/07/2019	Employee Requisition Number ER-19066	JOB OPPORTUNITY	
Title/Position: OFFICE CLERK			
Pay Grade SG 6	Salary Range \$21,112-25,916	Classification Full Time	
Department: EMPLOYMENT & TRAINING	Location: Okmulgee	Location Code: 103	FT/PT 1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	Public Law 102-477 programs. The Office Clerk is responsible for providing administrative and clerical support to the Employment and Training Staff. Performs related routine and assigned duties.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Greet visitors, clients or employees to Employment and Training Department. 2. Answers the telephone with excellent Customer Service etiquette, while determining the nature of the caller's inquiry. Responds to inquiries concerning routine program services or activities and transfers more difficult inquiries to ETA staff or takes and deliveries messages. 3. Perform general clerical duties for the department including data entry, typing, filing, copying, faxing, and preparing reports as directed. 4. Compile, sort and verify the accuracy of data before it is entered, while paying attention to detail. 5. Locate and correct data entry errors, or report them to supervisors. 6. Maintains confidentiality of clients of the Employment and Training Program. 7. Provide a variety of accurate routine correspondence for future reference. 8. Document information and input data in computers utilizing program databases. 9. Scan documents to database, ensuring correct data entry. Store electronic documents in appropriate file. 10. Deliver and pick-up mail. 11. Perform other duties assigned by direct Supervisor.
Minimum Requirements:	High School Diploma or equivalent. Experience in clerical or general office support work.
Preferred Requirements:	Experience in the secretarial field with excellent computer skills.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	



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Competencies:

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move:

Up to 50 lbs. Up to 100 lbs. Over 100 lbs.

Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- Fumes or airborne particles Outside weather conditions Toxic or caustic chemicals
- Risk of electrical shock Vibration Loud Noise

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.



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